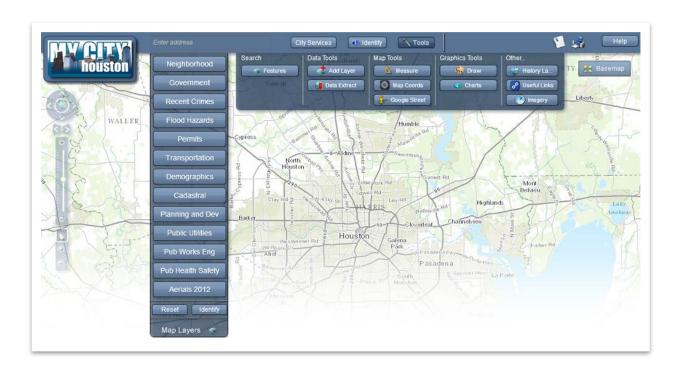
My City Map Viewer User Guide, Version 2





My City 2 User Guide



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Enterprise Geographic Information System

Enterprise GIS, City of Houston

Houston Information Technology Services, 611 Walker Street, 5th Floor, Houston, TX 77002 Questions or problem about **My City** can be directed to our GIS Helpline **832.393.6555**For technical questions, please contact: MyCityHelpDesk@houstontx.gov



About My City 2

The 'My City Houston, Version 2' interactive mapping web site provides the citizens of Houston a means to access the most current **geographic information systems** (GIS) data and aerial imagery (current and historical). These data are hosted within the City's enterprise GIS. Users of the web site are provided with a variety of search and identify tools to assist them in finding information relevant to their needs. Version 2 completes in 2014. However, the City's GIS data are constantly updated to assure that the data in this application are of the highest quality and as current as possible. This results from cooperation between the departments responsible for each dataset, and developing processes for regular updating each dataset.

My City 2 - http://mycity.houstontx.gov/mycity2



Background

The **My City 2** application is a web-based mapping application that allows its users to interact with over 200 map layers and datasets that are relevant to the City's mission. The sites also include multiple sets of aerial imagery and scanned maps.

Users can select either 'Address Locator Services', 'Map Layers Menu', 'City Services Menu' or 'Identify Tool' to quickly navigate to specific addresses or features.



The 'Address Locator' tool function works off a single address string and locates addresses based on a best match. The locator then provides services of Jurisdiction Info, Solid Waste Schedules and Police of that specific address. Other information includes City Council Districts, Super Neighborhoods, City, County, Harris Voting Precinct, Heavy Trash Pickup, Recycle Pickup, HPD Division, HPD District, HPD Beat, etc.

The 'Map Layers' tool provides a quick way for users to display high interest map layers. Neighborhood, Government, Recent Crimes, Flood Hazards, Permits, Transportation, Demographics, Cadastral, Planning and Development, Public Utilities, Public Works Engineering, Public Health Safety and Aerials 2012 are just a few of the categories that the public can access in the datasets.

The 'City Services' tool provides the important services of Neighborhood, Emergency and Crime Services. 'City Services' search tool provides information from an address, point or map center of a specific location, and locates that information onto the map layer. Some of the layers include Schools, Libraries, Museums, Parks, Recycling Centers, Fire Stations, Hydrants, Hospitals, and Crime within the last 30 days, etc.



The site also provides the first map-driven access to the city's ILMS building permit data (ranging back to 1987) with its 'Search Permits' tool. A "redlining tool" is also provided to allow the users to annotate the map. This tool includes the ability to save the graphics to a file. This file can then be transmitted to others so that they can be re-loaded on to My City from another location or at another time. The site also includes a print to PDF function.

Getting Started

To view the **My City 2** interactive mapping web site requires that **Adobe Flash Player** version 17.0.0.188 or greater be installed. The site is based on the **Environmental System Research Institute's** (ESRI) Adobe Flex API. The application should be compatible with all of the standard internet browsers: Internet Explorer 8.0 or higher,

as well as recent versions of Google Chrome, Firefox, Safari, and Opera. ArcGIS Viewer for Flex version 3.1 is required for implementation of the latest Viewer. The latest version of the Adobe

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Flash browser plug-ins will likely be required to take advantage of the latest Viewer and required to support printing to PDF.

Help documents can be downloaded using the 'Help Menu' or the 'Help Tab' on the splash screen.

As you access the **My City Houston Map Viewer** web page, the '**My City Main Splash Screen**' displays the '**Disclaimer' screen. The tabs include information on the following:**

- Disclaimer
- Help
- News
- About

Click the "**Agree**" button to accept the terms and conditions for using the site. If you disagree, click the "**Disagree**" button which takes you to the official '**City of Houston eGovernment Center**' site @ http://www.houstontx.gov.

Disclaimer – Please take time to read the important '**Disclaimer**' before using the web site.

Help – Documents for download are available in this section in PDF format. Also, you can find a copy of this '**User Guide**', the "**My City Map Viewer User Guide, Version 2**" on the list. Help documents can also be found using the '**Help Menu**'.

If you have any questions, please see the contact person in the list above or the GIS Hotline at **(832)** 393-6555.

News – Click the 'News Tab' for more details on the "My City Map Viewer User Guide, Version 2". News is updated on a regular basis and could provide important information on the use of the site. New items include announcement of new datasets, functionalities, and tools, or may alert the user to a problem that has been identified.

About – General information about the "**My City Map Viewer, Version 2**" application, includes who to contact to report problems and to request additions or changes to the application.

Interface and Menus

To run one of the **My City** family mapping applications, one must have a computer with an internet connection and a browser that meets the following requirements:

- Internet Explorer 8.0 or higher, or
- Recent versions of Google Chrome, Firefox, Safari, or Opera.



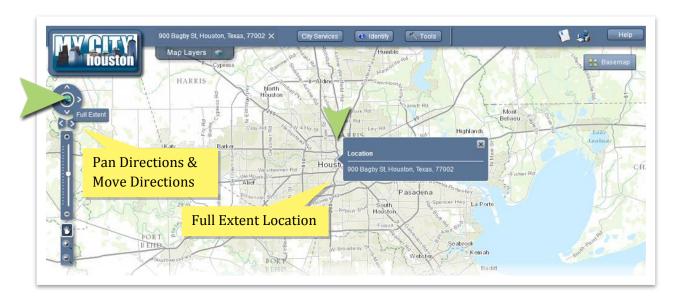
• Ensure that Adobe Flash Player version 17.0.0.188 or greater is installed.

Most computers will already have the Adobe Flash Player installed. Typically, the application update does a check to see if the correct version of the Flash Player is installed. If not, the user will be prompted to download and install an update.

In general, if the user is not using an appropriate browser version or you do not have an appropriate version of the Adobe Flash Player installed, the application will not load properly. The user may see the menus and tools load, but a gray screen where the map should be. If the browser is not able to issue a prompt indicating the need to install the Adobe Flash Player, or if the automated install process does not seem to work for some reason (browser security settings, antivirus software issues, etc.), the user should navigate to the Adobe site (http://get.adobe.com/flashplayer) to download and install the Flash software manually.

Navigations Bar Tools

The 'Full Extent' tool (centered, "globe icon" of the Navigation Bar) sets the map location back to ("zoom back") its original position, and centering the map to its full extent view. The other navigation tools include: moving the map right, left, up, down, enlarging or minimizing it.

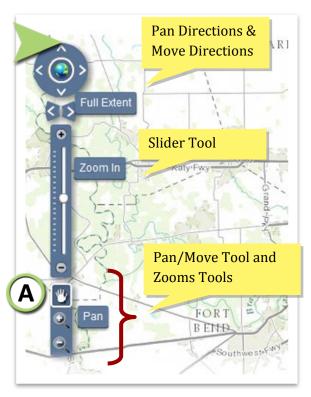


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Navigation Tools options include:



- Full Extend Tool
- Pan Left, Right, Up and Down Tools
- Move Right and Left Tools
- Slider Tool
- Move Hand (Pan) Tool
- Zoom In and Zoom Out Tools



On the **Navigation Bar**, using the '**Zoom out**' tool on the left, click on the "**minus**" icon to view a larger area of the map. The user will also be able to zoom out around an area of interest on the map by drawing a *rubber band box* on the portion (to view a larger area) of the map.

The "+" icon is to '**Zoom in**'. The user will be also able to zoom in on an area by drawing a *rubber band box* on an area of interest (to view detailed area) on the map.

Drag the zoom slider "down" to 'Zoom out', and "up" to 'Zoom in' into the map on each map scale level. Or, click on the Slider ("circled") and drag to the desired zoom level.

The 'Pan' tool or the Hand tool, (see "A") helps you move around the map quickly and works similarly to a scroll bar, enabling you to navigate more quickly.

The '**Pan**' tool is more of a function than an actual tool. Simply click the '**Pan**' tool, and then go to the map area. Click and drag. Dragging it enable you to move the map around in its window.

The My City Main Tool Bar

When accessing the **My City Houston Map Viewer** application, the **Main Tool Bar** appears in the top portion of the browser window. The **Main Tool Bar** menu contains the search bar, smaller shortcut buttons and icons that the user can click to access the most commonly-used tools. By

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clicking these buttons the panels will expand so that a selection can be made. Other tools include the 'Map Layers Menu' (see, "Using the Map Layers" section below).

Main Tool Bar options include:

- Address Locator
- City Services
- Identify Tool
- Tools
- Bookmarks
- Print tool
- Help menu

The **Main Tool Bar** consists of the search bar, buttons, shortcuts etc.

The **Main Tool Bar** also consists of the **Instant Access Tools**.



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Using the Address Locator Tool

The 'Address Locator' tool is located on the Main Tool Bar, beside the 'My City' logo.



SEARCH BY ADDRESS: Enter an **Address** and/or **City** in the address search bar (*Enter address*) provided. Street types are preferred but not required. You can add on a street type, even if it is wrong, and still get a match. This is due to the way that address geocoding tools attempt to standardize addresses prior to performing the matching operation.

The Address function should be able to work from a single address string and bring back a list of addresses based on a best match. Once the address gets a match, select the address displayed from the dropdown list of addresses, i.e. **900 Bagby St, Houston, 77002,** (see "A"). Or, you can complete entering the address on the address search bar.





The dialog box will ask if you would like to see the **City Services** of the location; click the "**Yes**" button, (see "**B**"). In the background, the map will zoom to the area of the best match and that address displayed in the '**Label Panel**'. Location: **900 Bagby St, Houston, 77002.**

City Services options include:

- Jurisdiction Info
- Solid Waste Schedules
- Police

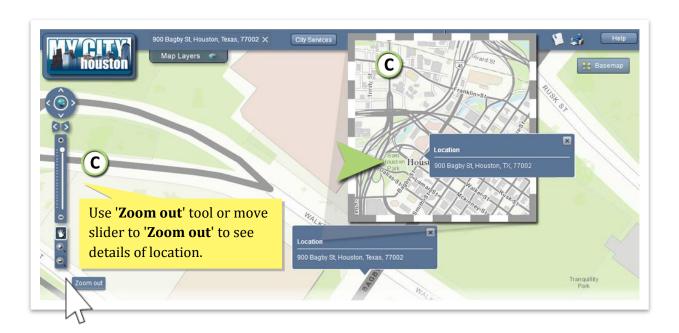
Entering the address opens the City Services panels for **Jurisdiction Info** and displays the **Council District**, **Super Neighborhood**, **City Limit**, **County** and **Harris Voting Precinct** (see below).



On the **Navigation Bar**, using the '**Zoom out**' tool on the left, click on the "minus" icon to view a larger area of the map. Or, you can drag the zoom slider "down" to '**Zoom out**' (see "C", below).

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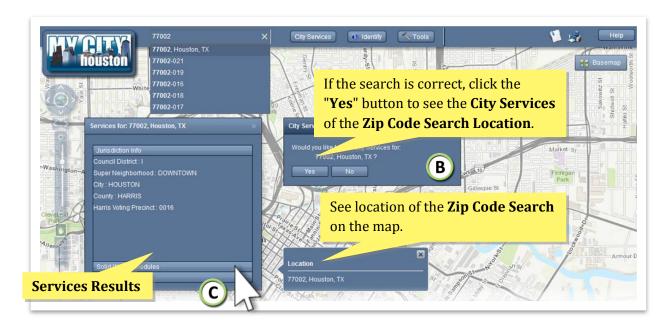
SEARCH BY ZIP CODE: Enter a **Zip Code** in the address search bar (*Enter address*) provided. Once the zip code gets a match, select the city displayed from the dropdown list of zip code/cities, i.e. **77002, Houston, TX**, (see "A").



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The dialog box will ask if you would like to see **City Services** for the location; click the "**Yes**" button, (see "**B**"). In the background, the map will zoom to the area displayed in the '**Label Panel**'. Location: **77002, Houston, TX.**

The tool will attempt to locate (or geocode) the address. If results are found, the tool will switch to the 'Results' panel and list them. The map will zoom to the area of the best match and also highlight that address. If the user wants to zoom to one of the other results, simply click on that result listing in the table shown in the 'Results' panel.

To find out about the **Solid Waste Information** for the selected location, click on the '**Solid Waste Schedules Tab**', (see "C"). The results will show up in the '**Solid Waste Schedules**' panel.



Using the Map Layers

The 'Map Layers Menu' is located below the 'Address Locator' on the Main Tool Bar. Click the 'Map Layers Menu' tab, or the "layers icon" to access the dropdown tool for the variety of options.



Note: The City's GIS data are constantly updated. The Enterprise GIS team assures that the data in this application will be updated on a regular basis as new datasets from different departments are received. The categories within the 'Map Layers' are accurate representations of when it was set up.

Map Layers options include:

- Neighborhood
- Government
- Recent Crimes
- Flood Hazards
- Permits
- Transportation
- Demographics
- Cadastral
- Planning and Development
- Public Utilities

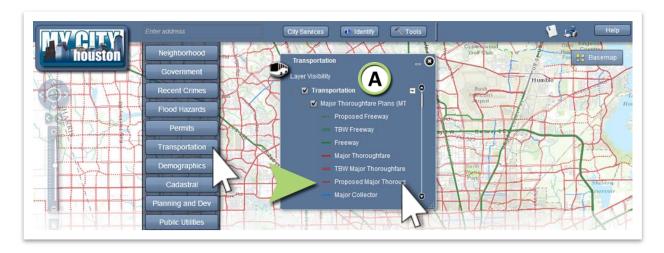


- Public Works Engineering
- Public Health Safety
- Aerials 2012

It can be minimized by a click on the "Map Layers Tab" or the "layers icon" again. Click either one to open it again. To access the *data layers*, click on any of the categories, example: *Transportation*, *Aerials 2012*, or *Flood Hazards*.

Map Layer Transportation

Click on the 'Transportation' button opens the 'Transportation Panel' and the sub-category (or several sub-categories) of the layer visibilities. To view data, check the "boxes" for the layers that you would like My City to locate. Scroll down to see other layers hidden within the panel, see "A".



The **example** above shows 'Transportation' selected with Layer Visibility, Legend and Data Layers displayed.

My City Houston, Version 2 displays legends within the 'Map Layer's Category Panel' instead of the separate panel in **Version 1.** Each data is represented with 'Legends' which are symbology keys to the layers that you currently view.

All the information that you inquire from **My City Map Viewer** -- **Basemap, Legends** and other information can be sent to your printer or you can create a JPG image, a PDF document or in other formats.

Please see '**Printing**' in the later part of this **My City 2 User Guide** document for more information (below).



To "minimize" the 'Map Layer's Category Panel', click on the "minus" icon, and the panel will be in a new minimized state. To restore the 'Map Layer's Category Panel', click the icon again. To close the 'Map Layer's Category Panel', click on the "X" icon. For more details, go to 'Legends' section in the later part of this My City 2 User Guide document (below).



Map Layer Aerials 2012

Click on the 'Aerials 2012' button opens the ''Aerials 2012 Panel' and the sub-category (or several sub-categories) of the layer visibilities. To view data, check the "boxes" for the layers that you would like My City to locate. Scroll down to see other layers hidden within the panel, see "A".





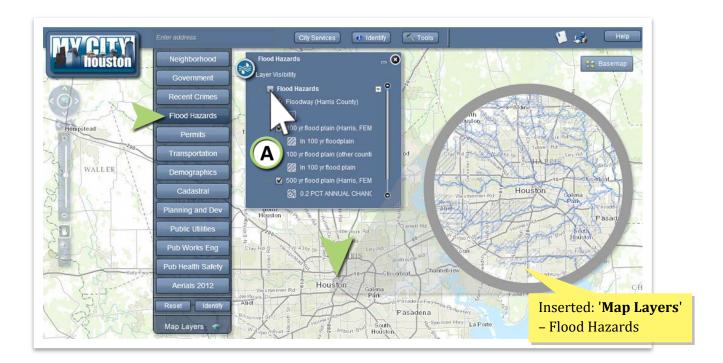
The example above shows 'Aerials 2012' selected with Layer Visibility, Legend and Data Layers displayed.

- To view data, select one of the 'Map Layers' category, then check the "boxes" for the layers that you would like My City to locate. Scroll down to see other layers hidden within the panel. You can select other 'Map Layers' categories to display on the map.
- To hide all layer visibilities displayed on the map, just click the "**Reset**" button. It will be reset all at once. But if you just want to hide certain data, just uncheck the "**boxes**".
- To "minimize" the 'Map Layer's Category Panel', click on the "minus" icon, and the panel will be in a new minimized state. To restore the 'Map Layer's Category Panel', click the icon again. To close the 'Map Layer's Category Panel', click on the "X" icon.

Map Layer Flood Hazards

Click on the '**Flood Hazards**' button opens the '**'Flood Hazards Panel**' and the sub-category (or several sub-categories) of the layer visibilities. To view data, check the "**boxes**" for the layers that you would like **My City** to locate. Scroll down to see other layers hidden within the panel, *see "A"*.





The example above shows 'Flood Hazards' selected with Layer Visibility, Legend and Data Layers displayed.

Map Servers and Layer Visibilities

Each 'Map Layers Data Panel' has a set of dropdown 'Layer Visibilities Description' panels.





Clicking on the 'Layer Visibilities Description' dropdown arrow opens the following options:

- **Zoom to**: The map will be zoomed to the location.
- **Transparency**: To set the transparency of the layer to the desired level, (see, "A")
- **Move up**: The map will be moved up to the location.
- **Move down**: The map will be moved down to the location.
- **Description**: Displays the Map Servers layers, (see, "B")

Layer Transparency

You can set the transparency of the layer to the desired level by dragging the 'Set Layer Transparency Sliders' from 0% (Opaque) to 100% (Transparent).

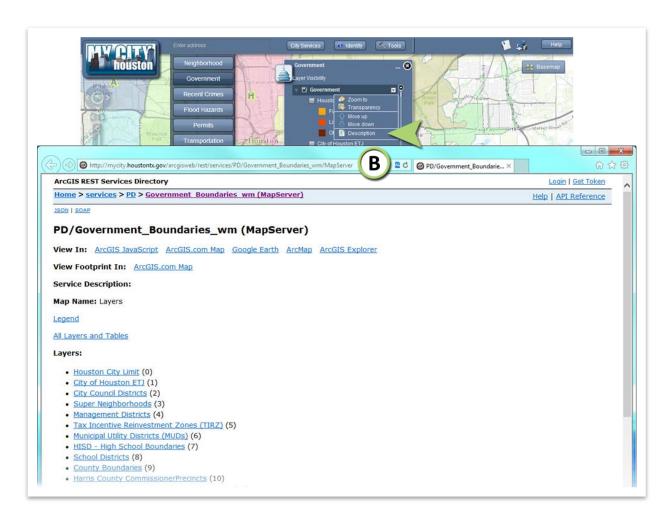


The **example** above shows '**Government Map Layer**' selected with Layer Visibility of **City Council District** displayed for transparency settings.

Map Server Description

Clicking the 'Description' tab opens a new browser window of the Map Server Service URL. In this example we selected the City Council Districts' Government Map Layer and the browser displays all the information of the Government Boundaries' descriptions, City Council Districts' layers and other related layers.



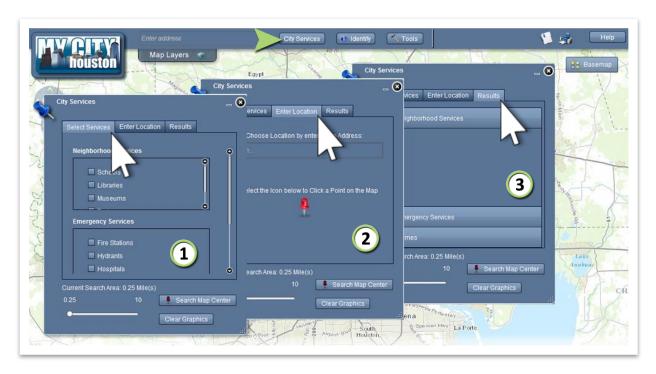


The **example** above shows '**Government Map Layer**' selected with Layer Visibility of **City Council District** layer displayed with the **Map Server** information displayed on a new browser window. Note the displayed **Layers**.



Using the City Services

The 'City Services Menu' is located on the right of the 'Address Locator' on the Main Tool Bar.



City Services consists of three (3) panels.

- 1. **Select Services** includes **Neighborhood**, **Emergency** & **Crime** (Last 30 Days) Services
- 2. Enter Location choose location by entering an Address, Point or Map Center
- 3. **Results** display results of the selected services when performed

My City makes it easy to search for City Services' locations as indicated below:

- 1. Locating an address in the **Address Search** (from the 'Enter Location Tab')
- 2. By selecting a **Point** on the map (from the '**Enter Location Tab**')
- 3. By **Map Center** from all the three tabs above

My City 2 mapping application provides several helpful tools that will locate (or geocode) the address on the map with different search services. The map will zoom to the area of the best match of that address, or point.



Data will be generated on the map area, with a "**pink circle**", within a chosen radius from the address point and the specific icon representations. The '**0.25**' mile radius buffer is the *default* search area display mode.

Select Services panel options include:

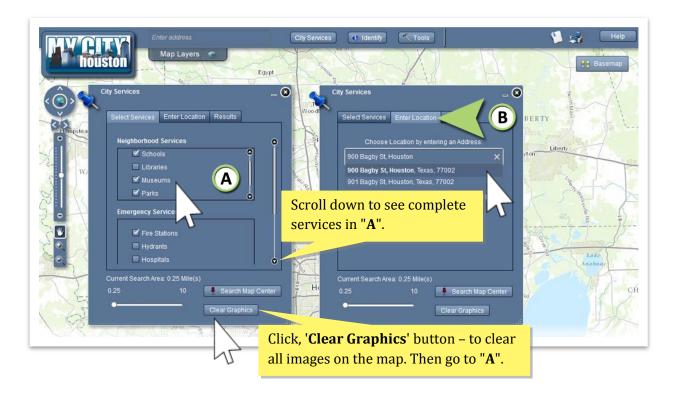
- **Neighborhood Services**: Data search of schools, libraries, museums, parks and recycling centers within the selected area.
- **Emergency Services**: Data search of fire stations, hydrants and hospitals within the selected area (however the total number of hydrant records cannot exceed more than 1,000 which is the limit for **My City**).
- **Crime**: Data search of crimes (within the last 30 days) in the selected area.
- **Search Radius Area**: Search of a line segment buffer that joins the center of a circle with any point on its circumference and displayed with a "**pink circle**".

Address Search

The 'Address Locator' tool can be found in the 'City Services Panel/Enter Location Tab'. You can search services like Neighborhood, Emergency and Crime categories by entering an address search at the 'Address Locator's search box.

SEARCH BY ADDRESS: Enter an **Address** and/or **City** in the address search box (*Search*) provided in the '**Enter Location Tab**'. Street types are preferred but not required.





Before you select any services, please click, 'Clear Graphics' button - to clear all images on the map, if any.

Go to the 'Select Services Tab', and check the "boxes" for the services that you would like My City to locate -- Neighborhood, Emergency & Crime. Scroll down to see other services hidden within the panel. Example: The figure above displays services: schools, museums, parks and fire stations being selected, see "A".

Next, select the 'Enter Location Tab' and enter an address location in the text box (Search ...) provided, see "B". Once the address gets a match, select the address displayed from the dropdown list of addresses. The tool will attempt to locate (or geocode) an address. The map will zoom to the area of the best match of that address.

Entering the address switches the 'Enter Location Tab' to the 'Results Tab'.

Data will be generated on the map area, with a "pink circle", within a chosen radius from the address point and the specific icon representations. The '0.25' mile radius buffer is the *default* search area display mode.





- Select services from the 'Select Services Tab' including Neighborhood, Emergency and Crime services.
- Enter address search in the text box from the 'Enter Location Tab'. Once the address gets a match, select the address displayed from the dropdown list of addresses.
- The data will be generated on the map area, with a "pink circle", within a chosen radius from the address point and the specific icon representations. The icons within the "pink circle" represent services within the '0.25' mile radius buffer radius of the marked area ("red Pin").
- The search switches the 'Enter Location Tab' to the 'Results Tab'. And, by clicking on the individual Results Panel -- Neighborhood, Emergency & Crime displays the results.

The results are displayed in the 'Results Tab'. Click on the individual Results Panel -- Neighborhood, Emergency & Crime to see the results of individual services previously selected in "A".



Tip: Using the slider, you can move/drag the marker to the right to increase the search area. The '0.25' mile radius buffer is the *default* search area display mode. Increase it to '5.0' miles, if applicable. Or, select within the '0.25 to 10.0' miles range.



The **example** above has been increased to '5.0' mile radius buffer by dragging the slider to the right.

Go back to the 'Enter Location Tab' and select the previous matched address. "Click", prompts it to open the 'Results Tab' again. It will display a new set of results.

(Or, enter a new address in the address search box for a new search. Once the address gets a match, select the address displayed from the dropdown list of addresses. The tool will attempt to locate (or geocode) a new address. The map will zoom to the area of best match of that address).

The increase shows **118 schools**, **1 museum**, and **133 parks** within the **5 miles** radius.

No fire station in Emergency Services, (click the 'Emergency Services Panel').

IMPORTANT: It is recommended that you perform 'Clear Graphics' before performing any search functions task. If 'Clear Graphics' has been performed and you are unable to clear earlier settings, you need to clear the stored cache and delete/remove the temporary internet files – the internet cookies.



Search by Zip Code

Besides **SEARCH BY ADDRESS**, you can also **SEARCH BY ZIP CODE**. The search can be effective if an address is not available.

SEARCH BY ZIP CODE: Enter a **Zip Code** in the address search box (*Search* ...) provided. Once the zip code gets a match, select the city displayed from the dropdown list of zip code/cities, i.e. **77002**, **Houston**, **TX** .

Continue with the steps in the earlier **Address Search** chapter, (under "**Using the City Services**") in the earlier part of this **My City 2 User Guide** document.

IMPORTANT: It is recommended that you perform 'Clear Graphics' before performing a new search function task.

Search by Address Locator OPTIMIZING YOUR RESULTS:

Combining the search from the 'City Services Menu' (SEARCH BY ADDRESS or SEARCH BY ZIP CODE) results with the 'Address Locator' results, one can reveal a large sum of information. Please see the diagram below for the optimized results.

For more information about using the 'Address Locator', go to "Using the Address Locator Tool" in the earlier part of this My City 2 User Guide document (above).

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The example above shows Services from the Address Locator, "No. 1", and City Services Results, "No. 2".

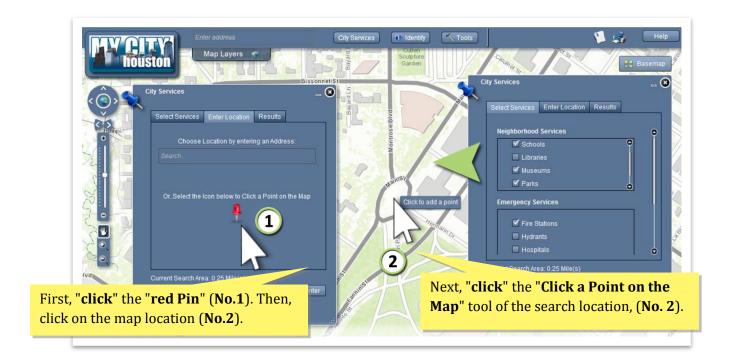
Search by Point

The 'Point on the Map' tool can be found in the 'City Services Panel/Enter Location Tab.' Before you select any services, click the 'Clear Graphics' button to clear all images on the map. And, remove any address previously entered in both the 'City Services Panel/Enter Location Tab', and the 'Address Locator'.

Go to the 'Select Services Tab', and select the services which you would like My City to locate (check the "boxes").

Next, on the **Navigation Bar**, using the '**Zoom in**' tool on the left, click on the "+" icon (zoom in tool) to view the detailed area of the map. Or, you can drag the zoom slider "**up**" to '**Zoom in**'. Using the '**Pan**' tool or the Hand tool (it helps you move around the map quickly and works similarly to a scroll bar, enabling you to navigate more quickly), move to the search area location. You can use the slider or any of the tools in the **Navigation Bar Tool**.





Before you select any services, please click, 'Clear Graphics' button – to clear all images on the map, if applicable.

Go to the 'Point on the Map' tool in the 'Enter Location Tab' -- click the "red Pin", see "No. 1". Then move your mouse to the map location, and click on the map, "No. 2". The map will zoom to the area of the location.

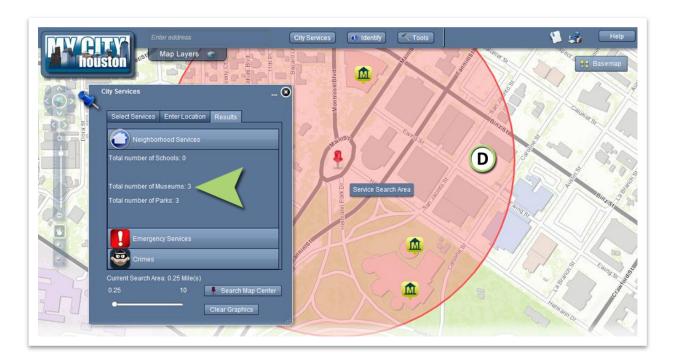
Click on the **Point** switches the 'Enter Location Tab' to the 'Results Tab'.

Data will be generated on the map area, with a "**pink circle**", within a chosen radius from the location point and the specific icon representations. The '**0.25**' mile radius buffer is the *default* search area display mode.

The results are displayed in the 'Results Tab'. Click on the individual Results Panel -- Neighborhood, Emergency & Crime to see the results of individual services previously selected.

Tip: Using the slider, you can move/drag the marker to the right to increase the search area. The '0.25' mile radius buffer is the *default* search area display mode. Increase it to '5.0' miles, if applicable. Or, select within the '0.25 to 10.0' miles range.





Go back to the 'Point on the Map' tool in the 'Enter Location Tab' -- click the "red Pin", see "No.1". Then move your mouse to the map location and click on the map, "No.2". The map will zoom to the area of the location. "Click", it prompts to open the 'Results Tab' again.

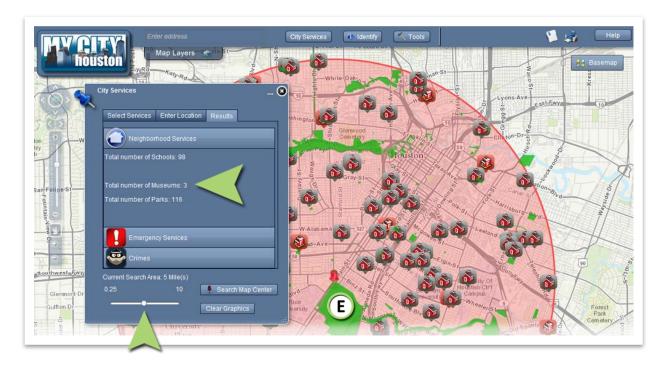
The increase shows **98 schools, 3 museums, and 116 parks** within the **5 miles** radius.

14 fire stations in Emergency Services, (click the 'Emergency Services Panel').

IMPORTANT: It is recommended that you perform 'Clear Graphics' before performing any search functions task.

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The **example** above has been increased to '5.0' mile radius buffer by dragging the slider to the right.

Search by Center of the Map Location

Before you select any services, click the 'Clear Graphics' button to clear all images on the map. And, remove any address previously entered in both the 'City Services Panel/Enter Location Tab', and the 'Address Locator', if applicable.

Go to the 'Select Services Tab', and select the services which you would like My City to locate (check the "boxes").

Next, on the **Navigation Bar**, using the '**Zoom in**' tool on the left, click on the "+" icon (zoom in tool) to view the detailed area of the map. Or, you can drag the zoom slider "**up**" to '**Zoom in**'. Using the '**Pan**' tool or the Hand tool (it helps you move around the map quickly and works similarly to a scroll bar, enabling you to navigate more quickly), move to the search area location. Or, you can go on to the next step without zooming to a location which the results would be around the "Houston Central Business District".

If that is not your search location, then find a rough location that you are interested in.



Next, go to the 'Search Map Center' button in any of the three (3) tabs; 'Select Services Tab', 'Enter Location Tab' or 'Result Tab'. Click the "red Pin", see "A". The map will zoom to the area of the location.

Click the 'Search Map Center' button switches the 'Enter Location Tab' to the 'Results Tab'.

Data will be generated on the map area, with a "**pink circle**", within a chosen radius from the center location point and the specific icon representations. The '**0.25**' miles radius buffer is the *default* search area display mode.

The results are displayed in the 'Results Tab'. Click on the individual Results Panel -- Neighborhood, Emergency & Crime to see the results of individual services previously selected.

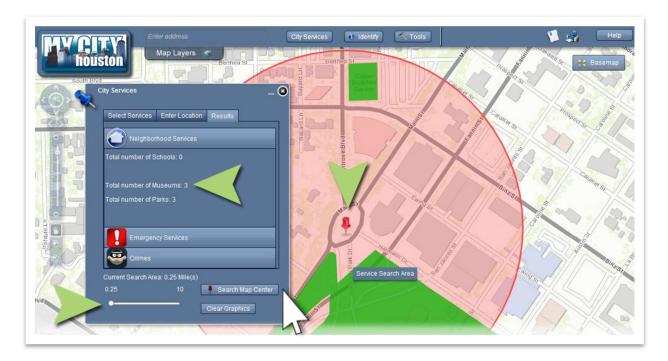
Tip: Using the slider, you can move/drag the marker to the right to increase the search area. The '0.25' mile radius buffer is the *default* search area display mode. Increase it to '5.0' miles, if applicable. Or, select within the '0.25 to 10.0' miles range.



Before you select any services, please click, 'Clear Graphics' button – to clear all images on the map, if applicable. The figure above shows the Center of Map Location if a location has not been selected.

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Find a new brief location, or keep to the same one used before. Next, go to the 'Search Map Center' button in any of the three (3) tabs; 'Select Services Tab', 'Enter Location Tab' or 'Result Tab'. Click the "red Pin", again. The map will zoom to the area of the new location.

Click the 'Search Map Center' button switches the 'Enter Location Tab' to the 'Results Tab'.

The figure below shows **9 museums, and 117 parks within the 5 miles** radius.

14 fire stations in Emergency Services, (click on the Emergency Services tab).

IMPORTANT: It is recommended that you perform 'Clear Graphics' before performing any search functions task.

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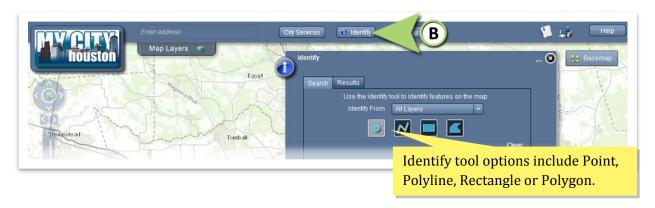




The **example** above has been increased to '5.0' miles buffer by dragging the slider to the right.

Using the Identify Tool



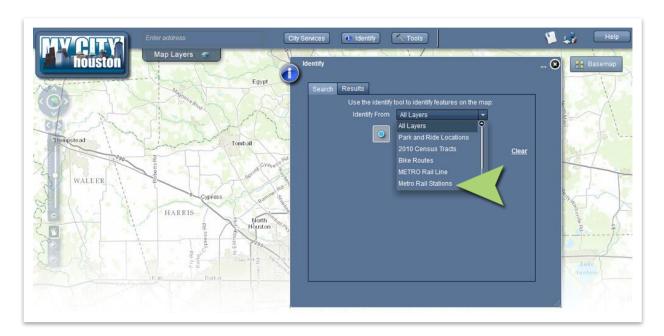




The 'Identify Tool' is located within the 'Map Layers Menu' from the Main Tool Bar, (see "A"). Click the 'Map Layers Menu' tab, or the "layers icon" to access the dropdown tool for the variety of options.

The 'Identify Tool' is also located right of the 'City Services' button on the Main Tool Bar, (see "B"). Clicking the 'Identify Tool' button will open the 'Search' panel.

You can search by selecting the **Identify by Point, Polyline, Rectangle** or **Polygon** tools from the list of icons below.



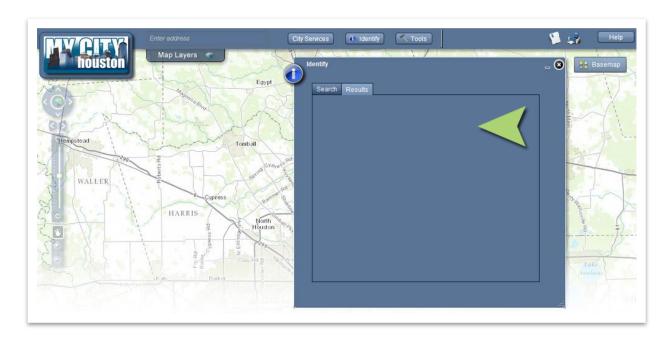
Identify dropdown list options include:

• Identify from: Park and Ride Locations, 2010 Census Tracts, Bike Routes, Metro Rail Lines, Metro Rail Stations, Airports, and Bus Routes.

"Click" or "Drag" to any of the map search areas. Click the 'Search' button when ready.

The tool will attempt to locate (or geocode) the point, polyline, rectangle or polygon. If results are found, the tool will switch to the 'Results' panel and list them. The map will zoom to the area of the best match and also highlight that address. If the user wants to zoom to one of the other results, simply click on that result listing in the table shown in the 'Results' panel.





Clear and Reset Tool

Click the 'Clear' hyperlink to clear all selections in the identify features to start over again. You can also use the 'Reset Tool' below to clear selections.



The 'Reset Tool' is located left of the 'Identify Tool'. It can also hide all layer visibilities displayed on the map. Clicking the "Reset" button will reset everything all at once.

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Using the Tools Menu

The 'Tools Menu' is located on the right of the 'Identify Tool' on the Main Tool Bar.

Click the 'Tools' button to access the 'Layer Tools Menu' panel. The 'Tools' panel is made up of several categories.



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Tools panel options include:

- **Search**: For Features of Maps Layers and Addresses.
- Data Tools: To Add Layer and Data Extract.
- Map Tools: To Measure, Map Coordinates, and Google Street.
- **Graphic Tools**: To Draw and add layers to the map, and Charts Layers.
- Other: Displays History Layers, Useful Links and Map Imagery.

Search for Features



Search Features panel options include:

- Search for 'Map Layers': Example: Searching for City Council Districts, Parcels-Appraisal Data and Parks.
- Search for 'ILMS' Permits: Example: Searching for Structural Bldg., or Electrical Bldg.



Select from the dropdown list of search layers, and the tabs of the different categories. More lists will be added in time and may look different than as indicated here at this time.

Clicking on the 'City Council District' (under 'Map Layers') dropdown options provides the Search by District search box, Example: City Council District (A-K). Enter a valid 'City Council District'. Click the 'Search' button when ready.

For the 'Parcels-Appraisal Data' and 'Parks' dropdown options, enter the Tax ID Number and the Parks by name, (Example: LAW PARK) respectively in the search box provided.

For both 'Structural Bldg.' and 'Electrical Bldg.' (under 'Permits') dropdown options, enter the **Application Date**, (Example: Year-Month-Date, in that order) in the search box.

The tool will attempt to locate (or geocode) the search input. If results are found, the tool will switch to the '**Results**' panel and list them. The map will zoom to the area of the map the search matched and also highlight that address. If the user wants to zoom to one of the other results (if applicable), simply click on that result listing in the table shown in the '**Results**' panel.

IMPORTANT: It is recommended that you click the 'Clear' button to clear all selections in the feature searches to start over again.



You can also search by selecting the **Select by Point**, **Select by Line**, **Select by Freehand Line**, **Select by Rectangle**, **Select by Circle**, **Select by Polygon** or **Select by Freehand Polygon** from the list of icons below. "**Click**" or "**Drag**" to any of the map search area. Click the '**Search**' button when ready.

The tool will attempt to locate (or geocode) the point, line or shape and it will also switch the panel to the 'Results' panel.

To close the 'Search Feature' panel, click on the "X" icon (top right hand corner). To restore 'Search Feature' panel, open it from the "Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.



Add Layers

The 'Data Tools' panel consists of the 'Add Layers' and 'Data Extract' tools.



Clicking the 'Add Layers' button opens the panel. You can add layers to My City 2 with a valid Service URL. Enter the URL of the dynamic layer you wish to add to the map, closing the widget will remove the dynamic layer from the map.

Enter a URL in the *Enter the Map Service URL* box. You can also copy and paste the URL.

Below are two (2) examples of **Map Service URLs**; the **City of Houston HCAD Parcel Viewer**, and the

Topographic Map Server.

City of Houston ArcGIS Map Server URL:

http://mycity.houstontx.gov/ArcGIS10/rest/services/wm/EGIS_arcgis_com/MapServer

World Topographic ArcGIS Map Server URL:

http://services.arcgisonline.com/ArcGIS/rest/services/World_Topo_Map/MapServer





You can set the opacity of the layer to the desired level by dragging the 'Set Layer Transparency Sliders' opacity. Click the 'On' button when done.

To close the 'Add Layer Data Tool' panel, click on the "X" icon (top right hand corner). To restore 'Add Layer' panel, open it from the "Data Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.

Data Extract



You can extract data from **My City**. Clicking the '**Data Extract**' button will open the panel with several options that you will need to select.

Select the area: Example:
 Selecting area by Draw Rectangle,
 Draw Circle, Draw Ellipse, Draw
 Polygon or Draw Freehand
 Polygon from the list of icons, (see, No.1).



- Select the layers to extract: Example: Select incident by Points, Lines or an Area, (see, No.2).
- Select the file format: Example: Select as File Geodatabase, Shapefile, Autodesk AutoCAD dxf, AutodeskAutoCAD dwg or Bentley Microstation Design (V8), (see, No.3).

Click the 'Extract' button when ready.

My City will perform the data extract in the background. When it is ready, the dialog box will ask if you would like to save the file. Click the '**Yes**' button. The data will be extracted and you can then download the zip file to your computer. The "**extractedData.zip**" filename is the *default* filename that will be created, however you can also change the name before it's downloaded to your computer. Download it to the preferred location on your computer.

To close the 'Data Extract Data Tool' panel, click on the "X" icon (top right hand corner). To restore 'Data Extract' panel, open it from the "Data Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.

IMPORTANT: It is recommended that you click the '**Clear**' hyperlink to clear all selected areas to start over again.

Measure Tool

The 'Map Tools' panel consists of the 'Measure Tool', 'Map Coordinates' and 'Google Street'.



For your convenience **My City** provides an easy way to distinguish the distance between two points. Click the '**Measure**' button will open the panel.

First, click on one of the two (2) tool icons provided:

- 'Draw Line' or
- 'Draw Freehand Line'

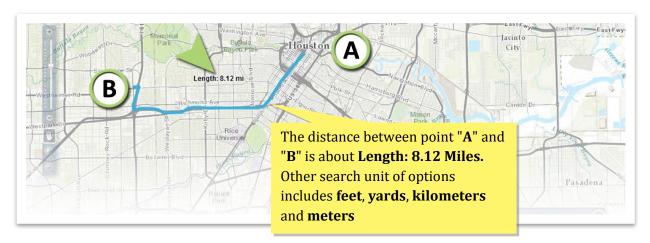


'Draw Line' is a straight line tool while 'Draw Freehand' is the freehand tool allowing you to measure the distance between two (2) points, for example, using surface streets or other routes. Making either selection opens the other options to set the line color, width, style, and alpha as transparency. You can set the distance in Miles, Feet, Yards, Kilometers or Meters from the dropdown list of options.

Example: We shall use the '**Draw Freehand Line**' tool to "*draw*" the distance between points "**A**" (the **Houston Central Business District**) to "**B**" (the **Galleria** area.). As you "*draw*" the line, you will see the numbers increases on the map layout (see the *green arrow* indicated below). Make sure the **Show Measurement** check-box is been "checked" to reveal the distances. When you complete your line, the results will show the complete measurement. Example: **Length: 8.12 Miles** represents the two (2) points that was drawn; the **Houston Central Business District** to the **Galleria** area.

Miles is the *default* distance units of measurement. Click on the **Distance Unit of Measurement** dropdown menu and scroll down to see the other search unit of options: **feet**, **yards**, **kilometers** and **meters**.

You may prefer using **feet** or **yards** when you want to measure a smaller area distance, for example, a *block* or *two*. On the navigation bar, using the '**Zoom**' tool on the left, click and drag the zoom slider up to view a smaller area of the map location to measure the *feet* or *yards* options (within a few blocks). "*Draw*" the new points "**A**" and "**B**."



IMPORTANT: **My City** allows displays of multiple lines and displays each line with the distance of measurements. But if you need to see only one measurement at a time, click the '**Clear Graphics**' hyperlink to clear all selected areas to start over again. Then, click on either the '**Draw Line**' or the '**Draw Freehand Line**' tool icons to start.

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To close the 'Measure Map Tool' panel, click on the "X" icon (top right hand corner). To restore 'Measure Map' panel, open it from the "Map Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.

Map Coordinates



Clicking the 'Map Coordinates' button will open the panel.
Coordinates are activated or located from the "cursor" of your mouse (see cursor on the left).
Move the mouse to where you would like My City to read the tes.

Using your mouse, find a point on the map layer. Results are displayed on the panel (right).

The 'Map Coordinates' panel will show the Longitudes, Latitudes, Map Scale Factor and the State Plane. Coordinates are a set of values represented by the letters **X** (Longitudes) and **Y** (Latitudes) that define a position within a spatial reference. Coordinates are used to represent locations in space relative to other locations.

Example: Latitudes: **29.76005** and Longitudes: **-95.36915** is the City of Houston's City Hall location.

The 'Map Coordinates' panel also acts as an information panel for Map Scales in ratio (ranging from 1:1128 to 1:591657528 of the displayed map) and State Plan Coordinate System.

SPS or **SPCS** is a set of 126 geographic zones or coordinate systems designed for specific regions of the United States. Each state contains one or more state plane zones, the boundaries of which usually follow county lines. There are 110 zones in the continental US, with 10 more in Alaska, 5 in Hawaii, and one for Puerto Rico and US Virgin Islands. The system is widely used for geographic data by state and local governments.

To close the 'Map Coordinates Map Tool' panel, click on the "X" icon (top right hand corner). To restore 'Map Coordinates' panel, open it from the "Map Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.



Google Street



Clicking the 'Google Street' button will open the panel.

Draw Tool

The 'Graphics Tools' panel consists of the 'Draw Tool' and the 'Charts Tool'.

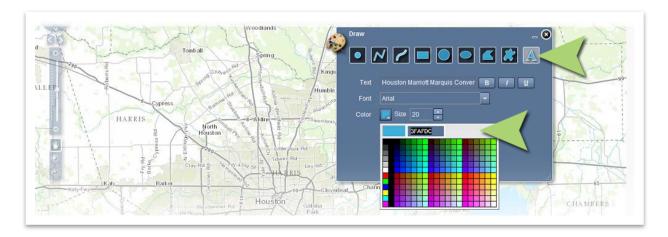


The **My City 2** is not only a viewing application but you can easily add shapes and text on top of the map layer. Clicking the '**Draw**' button opens the panel.

In the '**Draw**' panel, there are several drawing tools; **point**, **lines**, several **shapes** and the **text** tool. By clicking on any of the different icons, it opens the window with specific options and each icon will display a different set of settings, depending on which one you choose.

Some of the options include **fill color**, **outline color**, **marker color**, **line color**, **styles**, **size** and **width** as thickness, **alpha** as transparency, and **fonts** as in typefaces, if applicable. The **shapes** tools also provide the information of the **Area Units** and **Distance Units** of the '**drawn**' area. The information provides the size of the area (square miles, yards, feet, kilometers, meters, acres and hectares), and distance units (miles, yards, feet, kilometers and meters). See example below.





TEXT: To add text, from the '**Draw**' panel select the "**A**" icon, i.e. the '**Add Text**' tool. In the text field box area, enter the *text*. You can choose to format the *text* by selecting the font, color and size by clicking on the dropdown menus. After the *text* has been entered, the cursor's tool tip will change indicating to, '**Click to add a point**'.

On the map layer "click" with the mouse the area where you want the text to display. The *text* will then be dropped on the map. You can have multiple *texts* on the map. Simply select the "**A**" icon before "clicking" on the map. Change the *text* at any time.



SHAPES: To add a shape to an area, example in selecting the "parcel(s)", from the 'Draw' panel, select the "Draw Polygon" icon. This tool is appropriate for odd shapes. You may select some of the options in the panel; fill color, style, alpha, outline color, width, area units and distance units, if applicable.



When a shape has been selected, the 'Click to start drawing' tooltip will show up. "Draw" along the area of the "parcel". Please note that you would need to 'Double-click to complete' the entire selection.

Note: You can add several text, points, lines and shapes on the map.

ALERT: Be aware that 'Clear Graphics' will clear all "drawn" areas. Information cannot be saved.

Example: The filled area (in "red") represents the Area of **2.49 Acres** and Perimeter of **0.25 Miles**.

My City 2 allows you to "draw" and send all the additional information that you have created or inquired from the map viewer – **Drawing, Basemap, Legends** and other information – to your printer. Or, you can choose to save the map, and create an Adobe PDF document format or other image options from the '**Print**' dropdown menu. You can also select the use the map scales preset.

Click the '**Print**' button when ready. Please see '**Printing**' in the later part of this User Guide.

To close the 'Draw Graphics Tool' panel, click on the "X" icon (top right hand corner). To restore 'Draw Graphic' panel, open it from the "Graphics Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.

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Charts



Click the '**Charts**' button will open the panel.

Click the 'Select Layer' dropdown tool for the variety of options:

- 'Age statistic' or
- 'Income by state'

The tool will attempt to locate (or



geocode) the information. If results are found, the tool will switch to the 'Chart Results' panel and list them. The map will zoom to the area of the best match and also highlight that search. If the user wants to zoom to one of the other results, simply click on that result listing in the table shown in the 'Results' panel.

To close the 'Charts Graphics Tool' panel, click on the "X" icon (top right hand corner). To restore 'Charts' panel, open it from the "Graphic Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.

History Layers

The 'Other' panel consists of the 'History Layer', 'Useful Links Layer' and 'Map Imagery'.



Clicking the 'History Layers' button will open the panel.

The 'History Layers' displays the 'Basemap' maps which provide a background of geographical context for the content that you want to display in a map.

The Imagery Layer to Display dropdown list of options includes the following basemaps: "Image", "NatGeo", "Topo" and "Shaded Relief".

The "**Topographic**" map is the *default* Basemap display mode, see "A".

Click on the **Imagery Layer to Display** dropdown list to select a basemap. Then click the "**On**" button. This will change the imagery layer, (example: shown in "circled area", see "**B**").

At the same time, it opens the window displaying the '**Transparency**' slider. Click on the Slider ("circled") and drag to the desired transparency level to adjust the transparency of the imagery layer. Dragging to the "right" will decrease the transparency while the "left" will increase the transparency. Click the "**Off**" button to clear the selected map.





To close the 'History Layer' panel, click on the "X" icon (top right hand corner). To restore 'History Layer' panel, open it from the "Other Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.

Useful Links



Clicking the 'Useful Links' button opens the panel.

You can find several useful links in the panel relating to GIS, city services, and the other City of Houston links.

To close the 'Useful Links' panel,

click on the "X" icon (top right hand corner). To restore 'Useful Links' panel, open it from the "Other Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.



Imagery



Clicking the '**Imagery**' button opens the panel.

The 'Historical Imagery' panel displays the Historic Aerials starting from December, 1943 to *Present*.

Click on the Slider ("circled") and drag to the desired data period level to view the aerial imagery layer.

To close the 'Imagery' panel, click on the "X" icon (top right hand corner). To restore 'Imagery' panel, open it from the "Other Tools Menu". To "Minimize", click the "minus" icon. To restore the panel, double-click the Panel Icon.



Other Menus

The **Main Tool Bar** menu contains the search bar, smaller shortcut buttons and icons that the user can click to access the most commonly-used tools. Beside the **Address Locator**, **City Services**, **Identify Tool** and **Tools** are the three (3) **Instant Access Tools**.

- Bookmark
- Print
- Help

Bookmarks

Viewers can Bookmark favorite sites within the **My City 2** mapping application. The tool allows the user to save bookmarks for the specific areas of interest. They are specific to that one computer and user.

Clicking the 'Bookmark' icon from the 'Instant Access Tools' will open the panel. The 'Bookmark' icon is just above the 'Basemap' panel.

First, viewer will have to search for a location before adding a bookmark to the 'Bookmark' panel list. Enter an Address, City and/or Zip Code in the address search bar (Enter address ...) provided (see, "A" below).



The 'Address Locator' tool is located on the Main Tool Bar, beside the 'My City' logo.

Enter an **Address** and/or **City** in the address search bar (*Enter address*) provided. Street types are preferred but not required. You can add on a street type, even if it is wrong, and still get a match. This is due to the way the address geocoding tools attempt to standardize addresses prior to performing the matching operation.

The Address function should be able to work from a single address string and bring back a list of addresses based on a best match. Once the address gets a match, select the address displayed from the dropdown list of addresses, i.e. **900 Bagby St, Houston, 77002,** (see "A"). Or, you can complete entering the address on the address search bar.





In the background, the map will zoom to the area of the best match and that address displayed in the 'Label Panel'. Location: **900 Bagby St, Houston, 77002** – the City Hall Annex Plaza & City Hall Plaza locations.

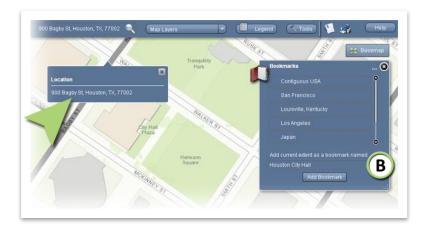
Adding Location to Bookmark

Lastly, in the 'Bookmark' panel text box field, Add current extent as a bookmark named, enter a Name or the Address of the location. Example: Houston City Hall.

Click the 'Add Bookmark' button to add to the panel list (see, "B").

Using the 'Pan' (also known as the 'Hand') tool, *move the map to* another location in order to test the bookmarked location. Click on the bookmark list, "Houston City Hall" and it will zoomed back to the of 900 Bagby St, Houston, TX 77002 – the City Hall Annex Plaza & City Hall Plaza locations.

Note: However, the location will not have a label (in a blue box as in



the earlier example) but it will zoom in to the **900 Bagby St, Houston, TX 77002** location, (see "C" below).



You can remove the bookmark by simply clicking on the "X" (in red). And, to close the 'Bookmark' panel, click the "X" icon (in black).

To "minimize" the 'Bookmarks' panel, click on the "minus" icon, and the 'Bookmarks' will be in a new minimized state. To restore the 'Bookmarks' panel, click the "book" icon.



IMPORTANT: Please take note that all the bookmarks you added are temporary. All added 'Bookmarks' will be deleted/removed when the temporary internet files are deleted, i.e. when the internet cookies are deleted.

Print

Viewers can print the map and its contents including the legends and scale factor information from the My City 2 interactive mapping application.

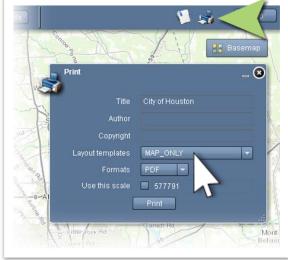
Clicking the 'Print' icon from the 'Instant Access Tools' will open the panel. The 'Print' icon is just above the 'Basemap' panel.

You can customize a title for the map by changing the *default* title of '**City of Houston**' to an appropriate title that references it back to the Map Results.

Select the layout templates preference from the dropdown list of options. Scroll down to find one that fit your printing needs.

The 'Map_ONLY' layout template is the *default* layout display mode.

Print Formats options include:





- **PDF** Creates the map in Adobe PDF document format. To download the PDF document, click on '**File**' from the menu bar, and then '**Save As**'. To '**Save a Copy**', choose a location on your computer.
- **PNG 32 Bit** Creates and embed the 32 bit PNG image on the web browser.
- **PNG 8 Bit** Creates and embed the 8 bit PNG image on the web browser.
- **IPG** Creates and embed the IPG image on the web browser.
- **GIF** Creates and embed the GIF image on the web browser.
- **EPS** Creates the map in EPS image format.
- **SVG** Creates the map in SVG image format.
- **SVGZ** Creates the map in SVGZ image format.

You can choose to save the map, and create an Adobe PDF document format or other image options from the dropdown menu. And, you can also select the "use the map scales" preset. Click the '**Print**' button when ready.

Help

Documents for download are available in the 'Help' tab upon accessing the My City Main Splash Screen, the Welcome/Disclaimer screen. To find out more information, see the "Using the Application" section above.

Clicking the 'Help Menu' button from the 'Instant Access Tools' provides other helpful instructions and sites. The 'Help' button is just above the 'Basemap' panel.

- **My City Help** Download the Help Document.
- **City of Houston** The official **'City of Houston eGovernment Center'** site.
- **P&D Home** The P&D site.
- About Download The My City 2 Overview document.





Basemap

Click on the 'Basemap' panel to view the different Base maps (the 'Basemap' panel is just below the 'Help' button of the tool bar).

A basemap provides a background of geographical context for the content that you want to display in a map. When you view a map, you can choose which basemap you want to use. You can change the basemap of the current map at any time by using the basemap gallery.

The basemap gallery includes a variety of choices including topography, imagery, and streets.

The '**Topographic**' map is the *default* Basemap display mode.



Legends

'Legends' are symbology keys to represent the data layers that are currently viewed in My City. Legends can be symbols represented by filled boxes, outlines, dots, symbols, icons or lines and come in different colors and shades etc. My City Houston, Version 2 displays legends within the 'Map Layer's' category panel(s) instead of the separate panel like in Version 1.





The 'Map Layers Menu' is located below the 'Address Locator/the Main Tool Bar.' Click the 'Map Layers Menu' tab, or the "layers icon" to access the dropdown tool for the variety of options. To access the data layers, click on one of the label categories, for example 'Transportation'.

The action opens the **Transportation** panel and the sub-category (or several sub-categories) of the layer visibilities, (see "A"). To view data, first choose the sub-category of data which you choose to see, click on the "**check mark**(s)". For more information about '**Map Layers**', go to "**Using the Map Layers**" section in the earlier part of this **My City 2 User Guide** document (above).

All the information that you inquire from **My City 2 Map Viewer -- Basemap, Legends** and other information can be sent to your printer or you can create a JPG image, a PDF document or in other formats. Please see '**Printing**' in the earlier part of this **My City 2 User Guide**.

Minimize & Close Legends

To "minimize" the 'Legend' panel, click on the "minus" icon (below, "B"), and the 'Legend' will be in a new minimized state (see, "C"). To restore the 'Legend' panel, click the icon(s) as indicated (see arrow at "C").



To close the '**Legend**' panel, click on the "**X**" icon (see arrow at "**B**"). To restore '**Legend**', open it from the '**Map Layers Menu**' dropdown tool again (see "**D**").



Contacts



Enterprise Geographic Information System

Enterprise GIS, City of Houston

Houston Information Technology Services, 611 Walker Street, 5th Floor, Houston, TX 77002 Questions or problem about **My City** can be directed to our GIS Helpline **832.393.6555**For technical questions, please contact: MyCityHelpDesk@houstontx.gov

